



## **2014-2015 School Age Child**

Millville Continuing Education  
Valerie Raines; Coordinator  
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Millville, NJ 08332  
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## **Parent Handbook**

Culver Center – (856)327-7584

Lakeside Middle School – (856)293-2463

RM Bacon School – (856)327-6101 x 6

Mount Pleasant School – (856)293-2220 x 6

RD Wood School – (856)293-2245 x 6

Rieck Avenue School – (856)293-2348

Holly Heights School – (856)293-2207

Silver Run School – (856)293-2485

Funded in part by: Department of Children and Families

***Welcome parents, guardians and students  
to Millville Public School's  
School Age Child Care Program.***

**PLEASE READ VERY IMPORTANT  
INFORMATION**

It is our intent to provide you and your child with a program that meets your needs. We are very proud of our staff and pride ourselves in our ability to encourage and support all participants involved. As a team, we will be able to supply students with academic, enrichment, social services and recreational activities.

As a parent/ guardian, we expect full cooperation in the completion of program forms and in problematic situations that may inhibit program success. We request that you make every effort to communicate effectively with our staff and trust that your child's safety is our primary goal. Newsletters, handouts, and other materials will be available to you at each site to notify you of upcoming trips, special events, or program changes.

## Program Expectations For Parents/ Guardians

We all understand that the cooperation of the program staff, parents, and students determines the program's outcome. Family Friendly Centers have been a comfortable place for both children and staff. We gratefully acknowledge the input we have received from families and staff to successfully reach the children and families we serve. We have all learned together what we need to expect from families, staff and children to continue a program that meets all of our expectations.

To maintain a positive experience for all involved, your cooperation in the following is sincerely appreciated.

- AM –Children must be escorted into the building and signed in daily (mornings only). At this time, you should check for any information or notices concerning the SACC program.
- PM—Sign out your children at the day's end. A person on the pick up list must come in and sign the child out. **We will not release your child unless an adult on the list comes to pick up the student.**
- **Tuition payments need to be made in a timely manner. SACC tuition is due on or before the first of each month (prior to attendance).** Please contact SACC Coordinator Valerie Raines at 327-7584 if you need to make different arrangements. Parents/Guardians will be issued invoices to facilitate the payment of tuition.
- Moral support should be provided to students and SACC staff members. *Positive influences create program successes!*
- **Parent/ guardians must provide SACC with (2) emergency phone numbers. Any changes during the year must be reported immediately to the SACC office.**

## **Tuition Payments**

**Tuition payments are due (1) week prior to each month your child is enrolled in SACC program.**

Morning tuition: \$ 60/ month

Reduced rate \$40/month

Wood School/Lakeside AM: \$40/month

Afternoon tuition: \$ 120/month

Reduced rate \$80/month

**Minimum rate is one day per week per month.**

**Reduced rate is available for siblings and students who qualify for free or reduced breakfast and lunch.**

For further information, contact Valerie Raines, Coordinator of School Age Child Care program at 327-7584.

**No credit will be given for absences.**

**Tuition payments are due by the 1<sup>st</sup> of each month.**

**Delinquent tuition payments (more than 5 days) may result in exclusion from before and after school care. Students cannot attend if tuition is not paid in advance. The SACC office sends out bills. If the monthly payment is not received, children may be excluded from the program. Monthly arrangements need to be made with SACC Coordinator for the payment of past due tuition. (327-7584)**

## **SACC Phone Numbers**

If an emergency occurs and you need to contact your latchkey site office, the following represents each site's phone number:

SACC Coordinator: 327-7584

Bacon School: 327-6101 x 6

Holly Heights School: 293-2207

Lakeside Middle School: 293-2463

Mount Pleasant School: 327-2220 x 6

Rieck Avenue School: 293-2345 x 5

Silver Run School: 293-2470 x 6

Wood School: 293-2254 x 6

***If you are unable to reach someone at a SACC site, please contact the SACC Main Office – Valerie Raines at 327-7584, After 4:30 PM, call each individual school which is listed or Valerie Raines at (609)381-4826.***

## **Hours of Operation**

The SACC morning program will open daily from 7:00 AM, and the afternoon program will run until 6:00 PM. **All children must be picked up by 6:00PM. (See lateness policy)**

**No PM SACC services on**

**Wednesday, Nov. 26, 2014,**

**Tuesday, Dec. 23, 2014**

**and the LAST DAY OF SCHOOL.**

## **Closing**

***Weather related:*** If the school is closed, prior to student arrival, the SACC Program is cancelled for that day.

**If a delayed opening is called, the SACC will remain open as scheduled starting at 7:00AM.**

If an **early dismissal** is called for emergency weather conditions, **please pickup your children as soon as possible.** SACC will remain open until all students are picked up. A representative from our office will try to contact you (or your emergency contacts). You may call our office for information at 856-327-7584.

**For information on school closings or delayed openings, please tune into:**

**Check the Web site: [www.millvillenj.gov](http://www.millvillenj.gov)**

Radio Station: WMVB 1440 AM

TV Station: local station

## **Lateness Policy**

All SACC programs end at 6:00PM. Students **must** be picked-up by this time. If you are late picking up your child, please be aware of the program's lateness policy stated below.

**First incident:** Verbal reinforcement of program hours.

**2<sup>nd</sup> and 3<sup>rd</sup> Offense:** Parent/Guardian must sign a lateness form and will be charged a **\$10 late fee, payable immediately.**

**Lateness after 4<sup>th</sup> offense will result in termination of participation in the SACC program.**

**Our current policy instructs staff members to contact the local police and DYFS** after all emergency numbers have been called and no contact has been made.

***If you know you are running late, please call your child's school site to avoid any inconveniences.***

## **Illness and Medication**

**Staff cannot dispense medication to your child at any time. WE HAVE NO NURSE ON DUTY DURING THE LATCH KEY HOURS. IF AND EMERGENCY ARISES WE WILL CALL 911.**

We suggest you administer medicine at home. With appropriate documentation, the school nurse may administer medication prior to the end of a school day.

The SACC main office must have (2) emergency contact numbers for authorized adults to assist with picking up sick children.

Should your child become ill during program hours, a staff member will contact the parent/ guardian directly to advise them of the situation. The staff member in charge will make the final decision as to whether the child is to be picked up immediately

or may remain until the regular pickup time.

### **Sign-out Policy**

The SACC program provides a “Sign-Out Log” at each site, and requires that all students be signed out daily by the parent/guardian.

All authorized adults must be noted on your child(ren)'s SACC Emergency Contact Form. If changes to the emergency form are needed, please call 327-7584. A written request of changes is also required.

### **No child will be released to anyone not listed on our form.**

A telephone call will be made to the parent should an individual not listed appear to pick up a child. Photo identification (driver's license) will be asked if individual is not known to SACC Staff. If parental contact cannot be made, SACC staff will call any other individual listed on the registration form as eligible to pick up the child.

### **Our policy is to release children ONLY TO AUTHORIZED ADULT THROUGH THE SCHOOL BUILDING.**

No student will be permitted to meet any adult outside the program building.

**Students will not be released to a person who appears to be under the influence of drugs or alcohol. We will attempt to reach the parent or guardian should this situation occur. We will ask that someone else come and pick up the child. If a parent or guardian who appears to be under the influence of alcohol or drugs, insists on taking the child, the local police and DYFS will be contacted.**



## **Discipline Policy**

In order to have a safe environment, children must be respectful of the rights, property and well being of others. Our goal is to promote the success of our students. Inappropriate behavior will be handled as follows:

**First/Second Offense: Verbal warning and write-up, time out and site supervisor will speak to parent/ guardian.**

**Third Offense: Suspension from the SACC Program for 3-5 Days**

**Fourth Offense: Could result in termination from the SACC program.**

***Children could be written up for profanity, disrespect to staff, touching other student, vandalizing Latch key property, etc.***

***Repeated Behaviors:*** Appropriate measures will be taken by the staff to insure the safety to all participants in the program. We may ask children who are acting inappropriately to step away from the activity for a few minutes to reconsider their actions. Staff may withhold privileges such as outside time or games. A written report will be completed by staff members and signed by parents.

***Endangering Others:*** An incident report will be completed by site staff, and parents/guardians will be provided with a copy. **The severity of the behavior might result in termination even if it is the first or second offense.**

We are a **NO BULLYING** Program. Our policy for Harassment/Intimidating/Bullying is the same as the school districts. You can view it on the school website:  
**[www.millvillenj.gov](http://www.millvillenj.gov).**